

PUBLIC HEALTH
ALWAYS WORKING FOR A SAFER AND
HEALTHIER WASHINGTON



energize your life!
Eat Healthy - Be Active

WASHINGTON STATE GUIDELINES TO HELP

energize your meetings

Everyone has been to an event where they can hardly keep their eyes open after lunch. If you are planning an event, you want to make sure your participants are energized and productive. By offering access to healthy foods and physical activity you will

- help attendees get the most out of the event
- support their overall health
- help reduce their risk for chronic disease and obesity, and
- model healthy behaviors.

Are you ready to make the healthy choice the easy choice at your meetings and events? Take a look at this guide developed by Washington State Department of Health. You'll find food and beverage standards to strive toward and physical activity suggestions to help you energize your meetings.

Energize your meetings: Food and Beverage Standards

Strive for a five star event. Check the boxes for all standards from one to five stars to offer the healthiest experience for event attendees.

Listed under each standard are suggestions of ways to meet it. For more ideas, see the menu suggestions and the recommended food choices list.

See attached menu suggestions and recommended food choices list for more ideas.

One Star | ★

- ☐ Follow your organization's existing policies and procedures
- ☐ Provide a tobacco free environment
- ☐ Remember food safety standards when serving food
 - Wash hands before serving foods—inadequate hand washing is a leading cause of foodborne disease
 - Keep hot foods hot and cold foods cold

Two Stars | ★ ★

- ☐ Meet the One Star Standard
- ☐ Ensure that having food at the event is necessary
- ☐ Give participants an opportunity to inform you of dietary needs or restrictions before the event (see sample registration question and food ideas on the Recommended Food Choices sheet)
- ☐ Take cultural food needs into account
 - Serve foods that are culturally appropriate for the event attendees
 - Serve pork products separately from other food products
 - Serve meat products on a separate dish from non meat products
 - Provide a vegetarian entrée option at meals

Three Stars | ★ ★ ★

- ☐ Meet the Two Star Standard
- ☐ Provide water in bottles or pitchers at breaks and meals
- ☐ Serve fruit or veggies at light refreshments and meals
 - Raw vegetables with hummus dip and low fat ranch dip
 - Green salad with low fat dressing on side
 - Individually packaged servings of baby carrots
 - Steamed or grilled vegetables with herbs or lemon
 - Fresh fruit tray with low fat yogurt dip
 - Fruit for the dessert
 - Whole fruit
- ☐ Provide choice of low calorie beverages when serving beverages other than water
 - Unsweetened iced tea with lemon
 - Diet soft drinks

Four Stars | ★ ★ ★ ★

- ☐ Meet the Three Star Standard
- ☐ Choose whole grains for snacks and meals
 - Whole grain pasta
 - Whole grain breads and rolls
 - Granola bars
- ☐ Provide low fat dairy at snacks and meals
 - Low or non fat yogurt
 - Low or reduced fat cheeses (See Recommended Food Choices for examples)
 - Low fat (1%) or non fat (skim milk)
- ☐ Serve lean meat and non meat protein options
 - Provide vegetarian choices (See Recommended Food Choices for examples)
 - Lean deli meats (8 grams fat per ounce)
 - Poultry with no skin

Five Stars | ★ ★ ★ ★ ★

- ☐ Meet the Four Star Standard
- ☐ Ensure healthy fats in foods
 - Pasta salad made with olive oil and vinegar
 - Trans fat free baked goods
 - Broth based soup rather than cream based soup
- ☐ Provide healthy portion sizes
 - Small or half bagels
 - 3-5 ounce servings of meat
 - Cakes and brownies in small serving sizes (2" square)
- ☐ Attempt to serve locally grown foods when possible
 - Ask your caterer about providing local foods
 - Purchase foods from local farmers market

energize
your meetings



Physical Activity Suggestions

How active are your events? Give your participants the chance to be physically active throughout the day using these ten suggestions.

1. Schedule 15 minute breaks in the morning and afternoon
 - Schedule brief (5-10 minute) physical activity breaks led by a group member for the first half of the break
 - Activity should feel safe and fun for all group members
2. Leave time at lunch for physical activity
3. Include physical activity on the agenda so participants can plan appropriately
4. Use ice breakers that involve physical activity
5. To encourage physical activity throughout the meeting tell participants that the dress code is casual
6. If there are stairs, encourage participants to take them
 - Place signs near the elevators telling people where the stairs are
 - Point out location of stairs at beginning of meeting and at breaks
7. Choose a meeting location where participants can easily and safely take a walk
8. Provide participants with maps of the area showing good walking routes
9. If the event is in a hotel, give hours and location of gym or nearby recreational facility
10. Organize an early morning physical activity opportunity at over-night events

menu suggestions

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**Try to have
vegetarian and
non vegetarian
entrées, and
plate them
separately.**

Breakfast

- **Low fat breakfast burrito bar**—low fat, whole wheat flour or corn tortillas, scrambled eggs, sautéed onions and peppers, fresh tomatoes, salsa. Serve with fresh fruit tray
- **Oatmeal bar**—oatmeal with cinnamon, skim milk, raisins, almonds. Serve with fresh fruit tray



Plated breakfast example

- **Frittata**—Mushroom and spinach frittata. Serve with whole grain English muffin with jam and butter on the side, fresh cantaloupe wedge with purple grapes

Light Refreshments

- Fresh fruit skewers with low fat yogurt dip
- Raw vegetables with hummus dip and low fat ranch
- Light popcorn and roasted nuts (no or low salt, include soy nuts)
- Low fat granola bars and low fat yogurt
- Tortilla chips with salsa, guacamole and black bean dip
- Trail mix made of dried fruit, roasted nuts and seeds
- Reduced fat whole grain crackers. Serve with lean beef or turkey slices, low fat cheese such as string cheese
- Bagel selection (include whole grain) cut in half. Serve with low fat cream cheese, hummus, smoked salmon, peanut butter, low fat yogurt, whole fresh fruit, sliced vegetables
- Quick bread (banana, pumpkin) in small slices. Serve with fruit spread, margarine (no *trans* fats), hard boiled egg, whole fresh fruit, low fat granola, low fat yogurt



Lunch & Dinner

Boxed lunch examples

- **Chicken taco salad**—grilled skinless chicken, greens, tomato, bell pepper, onion, salsa, guacamole, low fat sour cream. Serve with baked tortilla chips, fresh fruit, small cookie
- **Garden wrap**—whole wheat wrap, low fat cream cheese, chopped spinach, artichoke hearts, diced red onion, shredded carrots, chopped green bell pepper, sliced cucumber. Serve with baked potato chips, fresh fruit, small cookie
- **Turkey sandwich**—whole wheat or rye bread, lean deli turkey, lettuce and tomato, mustard and low fat mayonnaise on the side. Serve with baked potato chips, whole fresh fruit, baby carrots, small brownie

Buffet lunch and dinner examples

- **Burrito bar**—grilled skinless chicken or pulled lean pork with vegetarian black beans, sautéed onions and peppers, steamed corn, low fat cheddar cheese, low fat whole wheat tortillas, steamed corn tortillas, salsa, low fat sour cream, guacamole, fresh tomatoes, leaf lettuce. Serve with side salad with low fat dressing, sorbet with berries
- **Meat and potatoes buffet**—3-5 oz portions of baked or grilled fish, skinless chicken, beef, or pork with choice of oven baked herbed potatoes or herbed wild rice, steamed vegetable (broccoli, green beans, carrots). Serve with green salad with low fat dressing on the side, baked apples or pears with vanilla low fat frozen yogurt

- **Pasta bar**—whole wheat pasta with choice of marinara or pesto sauce, sautéed vegetables, grilled skinless chicken. Serve with spinach salad with dried cranberries and chickpeas, low fat Italian dressing on the side, angel food cake with berries
- **Potato bar**—baked potatoes with low fat sour cream, bacon bits, broccoli, low fat cheddar cheese, green onions. Serve with choice of turkey chili or vegetarian chili, whole grain roll, salad with low fat dressing, low fat fruit crisp
- **Sandwich, soup and salad buffet**—sliced lean meats and cheeses, whole grain breads, leaf lettuce, sliced tomatoes, sliced red onions, sprouts, marinated red peppers, pickles, olives. Serve with salad with low fat dressing, broth based or skim milk based (not cream) soups, sweet relish, mustard, low fat mayonnaise on the side, fruit and yogurt parfait
- **Stir fry**—choice of skinless chicken breast or tofu with stir fried vegetables, steamed rice (brown if possible), cabbage salad with low fat dressing. Serve with fruit platter, fortune cookie

Plated lunch and dinner examples

- **Baked salmon fillet**—fillet of salmon with lemon dill sauce. Serve with baby green salad with choice of dressings on table, smashed red potatoes, steamed vegetables, and whole grain roll with white bean spread, low fat chocolate pudding with berries
- **Chicken cacciatore**—lean skinless chicken breast cooked in broth with tomatoes, onions, mushrooms and herbs. Serve with whole grain angel hair pasta, grated parmesan, whole grain roll with white bean spread, spinach salad with choice of dressing on table, sorbet with berries
- **Chicken or tofu teriyaki**—marinated grilled skinless chicken breast or tofu in a teriyaki sauce. Serve with Jasmine rice and generous portion of stir fried vegetables, Miso soup, green salad with dressing on table, sorbet with berries

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Always have fruits or vegetables at meals and light refreshments

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Document adapted in part from Public Health King County "Food and Physical Activity Guidelines for Healthy Meetings" available at <http://www.metrokc.gov/health/nutrition/meetings.htm>. | University of Minnesota School of Public Health, Guidelines for Offering Healthy Foods at Meetings, Seminars and Catered Events | For more information, visit www.doh.wa.gov/cfh/NutritionPA/ or contact the Nutrition and Physical Activity Program at (360) 236-3695.

Energize Your Meetings

Recommended Foods and Beverages



For	Recommended	Not Recommended
BEVERAGES		
Coffee	Served with non fat (skim) or low fat (1%) milk	Served with half and half
Juice drinks	100% fruit or vegetable juice	Fruit or vegetable drinks or “ades”
Milk	Non fat (skim) or low fat (1%) milk, enriched low fat soy	Reduced fat (2%) or whole milk
Soft drinks	Diet soft drinks or reduced calorie “ades”	Full calorie soda or “ades”
Tea	Unsweetened iced tea with lemon slices or hot tea	Sweetened iced tea
FOODS		
Bagel	Small (3 ½”) or cut in half, whole wheat, whole grain, rye, or pumpernickel	Large (greater than 3 ½”)
Baked goods	Small slices of quick bread (such as pumpkin, oatmeal, and banana), lower fat lower sugar granola bars, or small muffins (made without trans fats or partially hydrogenated oil)	Doughnuts, sweet rolls, pastries, and large muffins
Bread	Good source of fiber, whole wheat, whole grain, rye, or pumpernickel	White or “wheat”
Cake	Small slices (2”) or low fat cake (such as angel food cake), served with fruit	Large slices or high fat cake (such as cheesecake)
Cereal	Whole grain, good source of fiber, lightly sweetened or unsweetened cereal (such as low fat granola or oatmeal)	Highly sweetened, low fiber
Cheese	Part skim mozzarella, skim ricotta, light cream cheese, reduced calorie cheddar, jack, parmesan, swiss, low fat American cheese	Large slices or cubes
Chips	Baked chips, pretzels, whole grain chips, tree nuts, or vegetables	Full fat chips
Crackers	Low or reduced fat, whole grain, brown rice crackers, whole wheat crackers	Full fat crackers
Desserts	Lower fat, lower calorie desserts (such as fresh fruit, low fat ice cream, low fat frozen yogurt, sherbet, sorbet, angel food cake with fruit topping and light whipped cream, or yogurt parfait with fruit topping and low fat granola)	High fat, high calorie desserts (such as ice cream, cheese cake, pie, cream puffs, large slices of cake)
Dips	Salsa, low fat cottage cheese, hummus, reduced or low fat salad dressing and dips made from low fat mayonnaise, low fat sour cream or reduced fat cream cheese	Dips made from mayonnaise, sour cream, cream cheese or cream sauce
Egg rolls	Fresh vegetable spring rolls	Fried egg rolls, fried spring rolls
English muffin	Whole wheat English muffin	White English muffin
Fruit	Fresh, dried, canned in juice	Sweetened, canned in syrup
Meatballs	Made with lean meat or turkey, served in broth or vegetable based sauce	Made with high fat meat, served in gravy or high fat sauces
Meat	Healthy cooking methods (Grilled, broiled, baked, poached, steamed or roasted), lean meats (poultry without skin, fish, lean beef, lean ham, or Canadian bacon), always offer a non meat entrée option	Unhealthy cooking methods (pan fried or deep fried), high fat meats (poultry with skin, bacon, sausage, and high fat cold cuts)
Mushrooms	Mushrooms stuffed with reduced or low fat cheese filling	Mushrooms stuffed with high fat cheese filling, or marinated in oil
Pasta salad	Whole wheat pasta made with reduced or low fat mayonnaise or oil based dressing	Made with mayonnaise or a cream based dressing
Pizza	Made with thin whole wheat crust, topped with tomato sauce, a thin layer of part skim mozzarella cheese, and vegetables	Made with thick crust, topped with high fat cheese and pepperoni, Italian sausage or other high fat meats
Popcorn	Reduced or low fat or “lite”	Buttered
Potatoes	Baked and served with low fat sour cream and vegetable toppings	Baked and served with butter, sour cream and bacon bits
Vegetables cooked	Healthy cooking methods (steamed, grilled, baked), marinated in vinegar and spices	Unhealthy cooking methods (fried), marinated in oil, served in cream sauce or butter
Vegetables raw	Fresh cut and served with low fat dressing, salsa, or tofu dip	Served with high fat dip
Rolls	Whole grain rolls, consider not serving rolls	Croissants or white rolls
Salad dressing	Low fat or fat free served on the side	Full fat served on the salad
Sandwich bread	Good source of fiber, whole wheat, whole grain, rye, or pumpernickel	Croissants, white bread, or “wheat” bread that does not say “whole wheat”
Seafood	Healthy cooking methods (broiled, grilled steamed, baked or poached), served with reduced or low fat tartar sauce or low sodium cocktail sauce, fish packed in water	Unhealthy cooking methods (deep fried), served in high fat sauces, fish packed in oil

Continued on next page. . .

Recommended Foods & Beverages		Food & Beverages Not Recommended
Soup	Made with broth, vegetable puree or skim milk, and vegetables	Made with cream or half and half, and only meat
Spreads	Light margarine (without trans fats), reduced or low fat cream cheese, spreadable fruit, jam, nut butters (without trans fats)	Butter, cream cheese, spreadable cheese
Sweets	Fresh fruit with low fat yogurt dip, small cookies, muffins cut in half or small muffins, small pieces of dark chocolate, hard candies	Large cookies, muffins
Yogurt	Light yogurt (low fat or low calorie)	Full fat, high calorie

www.doh.wa.gov/cfh/NutritionPA/

Definitions:

Lower sugar = less than 15g per 100 gram serving

*Fat Free = less than .5 grams per serving

*Low Fat = 3 grams or less per serving

*Reduced Fat = Fat has been reduced by at least 25% from the original product

*Good Source of Fiber = 2.5 or more grams or more per serving

*From U.S. Food and Drug Administration, Center for Food Safety and Applied Nutrition

Special Dietary Needs

Vegetarian diet: free of meat and meat products

- **Avoid serving meat products:** • Beef, chicken, pork, other meats • Seafood • Broth made from animal stock
- **Meat replacements for the vegetarian diet:** • Dry beans such as kidney, black, garbanzo, and lentils • Soy products such as tempeh and tofu • Nuts and seeds • Broth made from vegetable stock • Dairy products • Eggs
- **Vegetarian menu examples:**
 - Roasted vegetable and mozzarella wrap box lunch: Marinated, roasted and chilled eggplant, red and yellow peppers, red onion, zucchini with part skim mozzarella cheese in a whole wheat wrap. Serve with baked chips, small brownie, whole fruit
 - Hummus and pita lunch: Garbanzo bean spread, feta cheese, tomato, onions, olives, lettuce on whole wheat pita bread. Serve with small salad, light salad dressing, whole fruit, small cookie

form • Cottage Cheese, Cream Cheese, and Sour Cream • Yogurt, Frozen Yogurt, Sherbet • Ice Cream and Ice Milk • Half and Half, Whipping Cream, and Coffee Cream • Pudding, Custard • Butter, including artificial butter flavor • Ghee • Margarine (unless labeled “dairy free” or Kosher) • Casein and Caseinates • Whey • Rennet • Lactose and Lactulose • Lactalbumin and Lactoglobulin • Curd (From <http://www.balancemindbodysoul.com/diets.html>)

- **Replacements for dairy products:** • Soy cheese • Soy products such as tempeh and tofu • Soy, rice or lactose free milk • Broth made from meat vegetable stock or tomatoes • Vegan margarine

Sample Registration Question:

Special Dietary Requests (check one or more)

- ☐ Vegetarian
- ☐ Vegan
- ☐ Dairy free diet
- ☐ Gluten free diet
- ☐ Food allergies other than gluten _____
- ☐ Other _____

Vegan diet: free of animal products

- **Avoid serving animal products:** • Beef, chicken, pork, other meats • Seafood • Dairy products • Eggs • Honey • Animal gelatin • Broth made from animal stock
- **Meat replacements for the vegan diet:** • Beans such as kidney, black, garbanzo, and lentils • Soy products such as tempeh and tofu • Nuts and seeds • Broth made from vegetable stock
- **Vegan menu examples (also appropriate for vegetarian diet):**
 - Roasted vegetable wrap box lunch: Marinated and roasted eggplant, red and yellow pepper, red onion, zucchini in a whole wheat wrap. Serve with baked chips, dark chocolate square, whole fruit
 - Portobello mushroom entrée: Marinated and grilled Portobello mushroom filled with polenta, grilled vegetables, and fresh herbs. Serve with roasted mushroom tomato ragout, fresh fruit
 - Grilled tempeh and pasta entrée: Grilled fermented soy bean cake with sautéed zucchini and vegetables in a light tomato sauce served over pasta. Serve with fresh fruit

Gluten free diet: free of foods derived from gluten-containing cereals

Avoid sources of gluten: • Barley • Bran • Couscous • Flour (wheat) • Kamut • Malt • Matzo • Pasta • Rye • Seitan • Semolina • Soy Sauce • Spelt • Sprouted wheat or barley • Teriyaki Sauce • Triticale • Udon • Wheat • Beer • Brewer's yeast • Coloring • Fillers • Flavorings • Graham flour • Hydrolyzed plant protein • Hydrolyzed vegetable protein • Mono- and diglycerides • Monosodium glutamate (MSG) • Spices • Textured vegetable protein (From <http://www.balancemindbodysoul.com/diets.html>)

- **Gluten free menu examples:**
 - o Stir fry entrée with rice
 - o Pasta entrée (with rice noodles or gluten free noodles)
 - o Burrito, taco, quesadilla (with corn tortilla)
 - o Breakfast items (eggs, omelets, gluten free pancakes and waffles)

Dairy free diet: free of dairy foods or foods derived from dairy products

- **Avoid sources of dairy:** • Milk in any form • Cheese in any